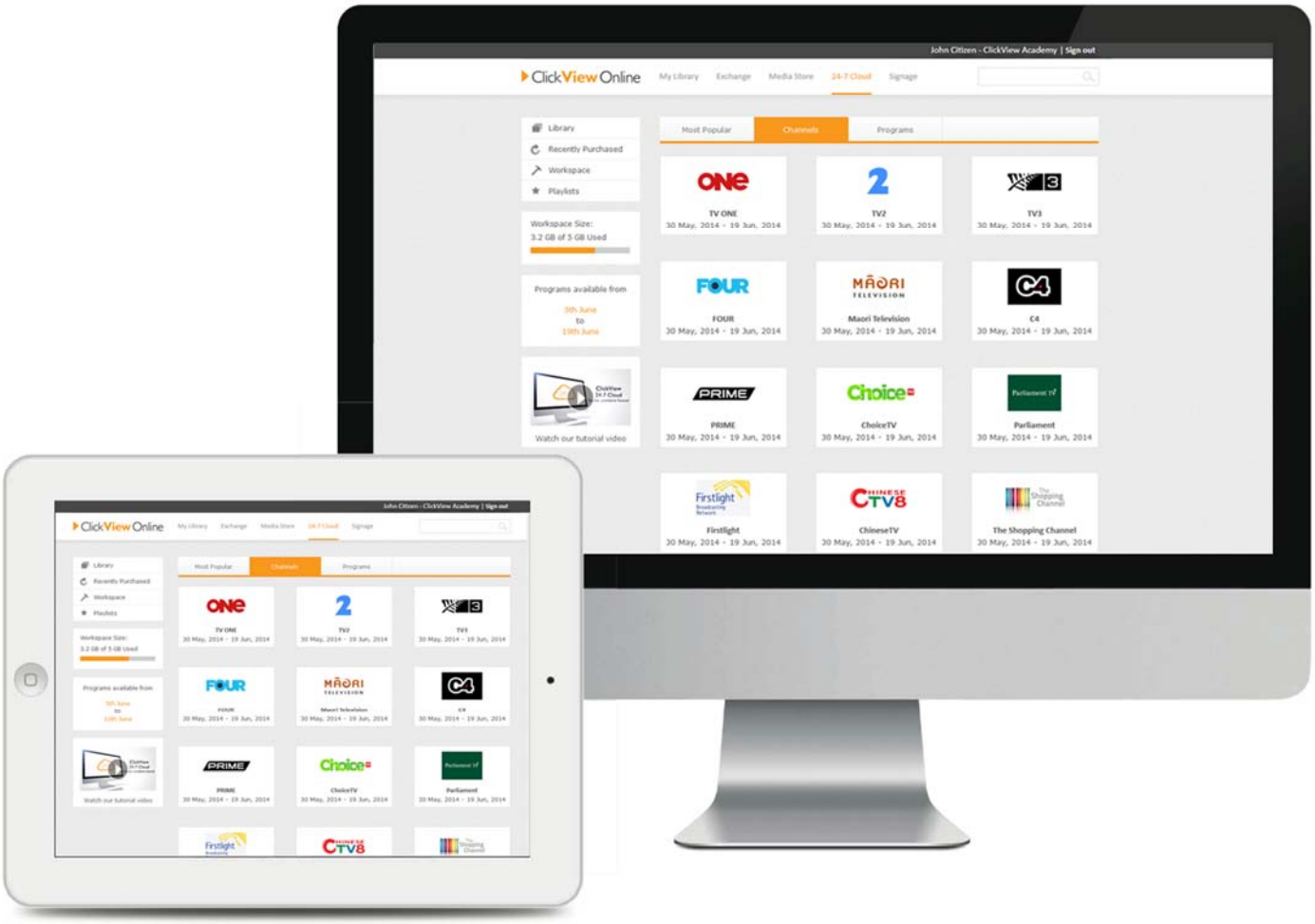
ClickView®

ClickView Online
User Manual



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What is ClickView Online?

ClickView Online is a cloud-based platform that extends the reach of the ClickView resource beyond your local network. Videos from your ClickView Library are synchronised with ClickView Online and become accessible at home through any computer or mobile device. Teachers can add their own content recorded on mobile devices, add it to their ClickView Online Teacher Account and share this with students.

How do I find ClickView Online?

Before you begin using ClickView Online, you will require a ClickView Online username and password.

If your username and password is based on your email address and a password you have created, you log into ClickView Online from this site:

https://online.clickview.co.nz

If your institution has adopted Single Sign-On for ClickView Online you will need to login via the website created by your Systems Administrator with a different username and password.

If you are unsure if Single Sign-On has been setup in your institution, contact your Systems or ClickView Administrator.

Reset passwords

If in the event you should forget your password, this is what you will need to do.

Reset password from ClickView Online homepage

To reset a password:

1. Go to https://online.clickview.co.nz
2. Click "Forgot your password?"
3. Enter your email address. An email will be sent to this address to reset your password
4. Go to your email account
5. Find reset password email
6. Click "Reset Password"
7. Enter new password when prompted

Single Sign-On

If your school is using Single Sign-On (SSO) please ask your system administrator to reset your password for you.

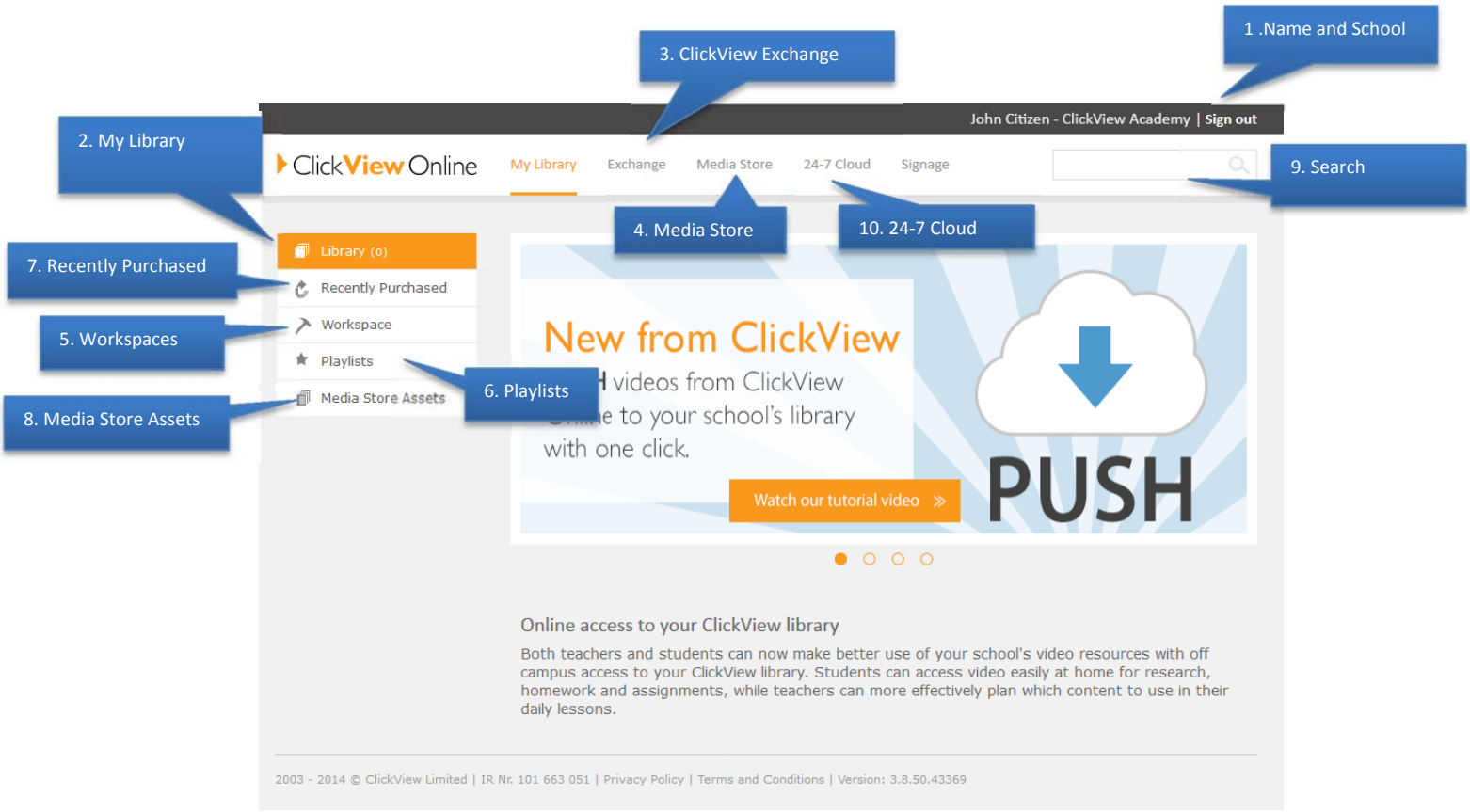
Introduction to ClickView Online Teacher Accounts

A ClickView Online Teacher Account provide teachers with the ability to review, show and share content from a variety of sources, including their own school's video collection (My Library), the ability to preview and request content from other ClickView school's across New Zealand (ClickView Exchange) and to preview additional content available for purchase (ClickView Media Store). Teachers can also add their own digital video files (Workspace) and to organise and share content through (Share options and Playlists).

As ClickView Online is browser based and stores content in the Cloud, access is available both on and off school premises.

Understanding the ClickView Online Teacher Account Screen

When you first enter your ClickView Online Teacher Account, the following screen will be visible.


1 .Name and School
3. ClickView Exchange
2. My Library
John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
9. Search
4. Media Store
10. 24-7 Cloud
7. Recently Purchased
Library (0)
Recently Purchased
5. Workspaces
Workspace
Playlists
6. Playlists
8. Media Store Assets
Media Store Assets
New from ClickView
videos from ClickView
to your school's library
with one click.
Watch our tutorial video
PUSH
Online access to your ClickView library
Both teachers and students can now make better use of your school's video resources with off campus access to your ClickView library. Students can access video easily at home for research, homework and assignments, while teachers can more effectively plan which content to use in their daily lessons.
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1. Name and school
2. My Library – content that has been made available by the school. This also contains access to Workspaces, Playlists, Recently Purchased and Media Store Assets.
3. ClickView Exchange – Teachers can preview and request content uploaded by ClickView schools across New Zealand
4. Media Store – Teachers can preview and then purchase or request additional content to be added to the schools content collection.
5. Workspaces – Teachers can store and edit videos from ClickView Online or add their own digital files
6. Playlists – Teachers can create their own personalised folder structure and link videos from My Library or Workspace within them.
7. Recent Purchase – Shows any content that has been recently purchased from ClickView Media Store
8. Media Store Assets – Shows any content that has been purchased from ClickView Media Store, with the purchase date, price and content provider indicated.
9. Search – Search for content by using key words.
10. ClickView 24-7 Cloud – View, edit and share programs recorded from free-to-air TV. Optional product.

Search

ClickView Online provides you with several ways to locate content including a search function or by browsing through subject folders.

The search function is located in the top right corner of the school under your name and school details.

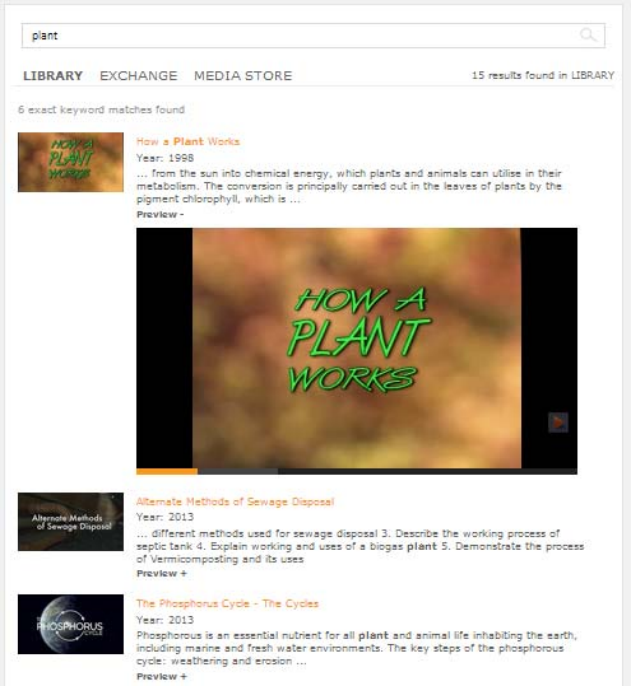
To use the search function:

1. Go to search panel
2. Enter keyword

3. Press enter or click on the magnifying glass icon

   Results will be sorted into three headings Library, Exchange and Media Store. Each result comes with a preview option to quickly review the content without having to click into the title.

4. Select heading
5. Click on orange title of desired program to watch the video

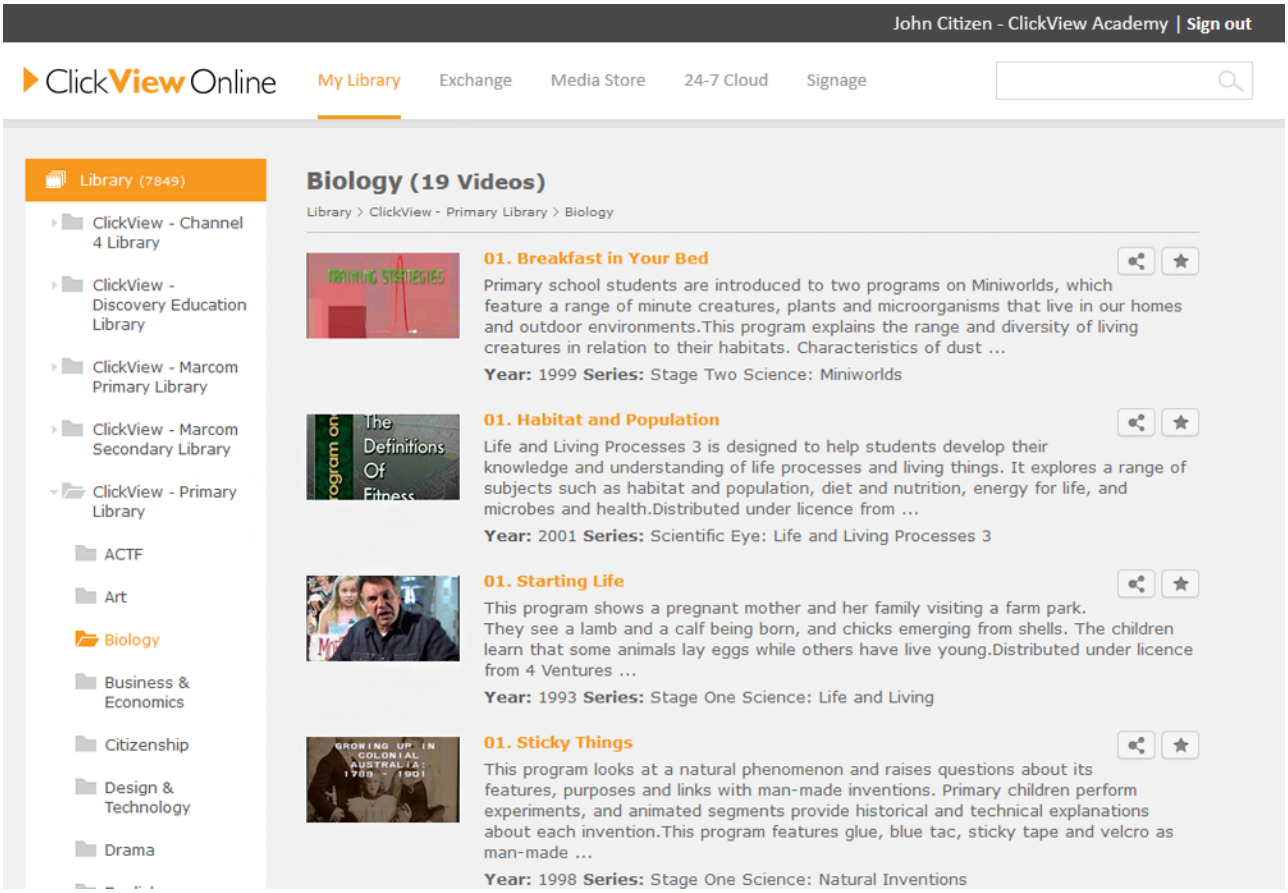

plant
LIBRARY
EXCHANGE
MEDIA STORE
15 results found in LIBRARY
6 exact keyword matches found
How a Plant Works
Year: 1998
... from the sun into chemical energy, which plants and animals can utilise in their metabolism. The conversion is principally carried out in the leaves of plants by the pigment chlorophyll, which is ...
Preview -
HOW A PLANT WORKS
Alternate Methods of Sewage Disposal
Year: 2013
... different methods used for sewage disposal 3. Describe the working process of septic tank 4. Explain working and uses of a biogas plant 5. Demonstrate the process of Vermicomposting and its uses
Preview +
The Phosphorus Cycle - The Cycles
Year: 2013
Phosphorous is an essential nutrient for all plant and animal life inhabiting the earth, including marine and fresh water environments. The key steps of the phosphorous cycle: weathering and erosion ...
Preview +

Please note, that there may be more than one page worth of results, and the page indicator at the bottom of the page will allow you to search through pages of possible titles.

Locating content through Folders

To find a title within the available folders:

1. Select the main area you wish to search (ie My Library, ClickView Exchange etc.)
2. Click on a folder
3. Click on subfolder if available
4. Scroll through available titles
5. Click on orange title to play video


John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library (7849)
ClickView - Channel 4 Library
ClickView - Discovery Education Library
ClickView - Marcom Primary Library
ClickView - Marcom Secondary Library
ClickView - Primary Library
ACTF
Art
Biology
Business & Economics
Citizenship
Design & Technology
Drama
Biology (19 Videos)
Library > ClickView - Primary Library > Biology
01. Breakfast in Your Bed
Primary school students are introduced to two programs on Miniworlds, which feature a range of minute creatures, plants and microorganisms that live in our homes and outdoor environments.This program explains the range and diversity of living creatures in relation to their habitats. Characteristics of dust ...
Year: 1999 Series: Stage Two Science: Miniworlds
01. Habitat and Population
Life and Living Processes 3 is designed to help students develop their knowledge and understanding of life processes and living things. It explores a range of subjects such as habitat and population, diet and nutrition, energy for life, and microbes and health.Distributed under licence from ...
Year: 2001 Series: Scientific Eye: Life and Living Processes 3
01. Starting Life
This program shows a pregnant mother and her family visiting a farm park. They see a lamb and a calf being born, and chicks emerging from shells. The children learn that some animals lay eggs while others have live young.Distributed under licence from 4 Ventures ...
Year: 1993 Series: Stage One Science: Life and Living
01. Sticky Things
This program looks at a natural phenomenon and raises questions about its features, purposes and links with man-made inventions. Primary children perform experiments, and animated segments provide historical and technical explanations about each invention.This program features glue, blue tac, sticky tape and velcro as man-made ...
Year: 1998 Series: Stage One Science: Natural Inventions

The Web Player

The Web Player allows you to watch your videos through ClickView Online. Within its frame there are several useful options to maximise your viewing experience.

1. Video title and Chapter name
2. Full screen – Expands the video to full screen
3. Volume – Increases or decreases the sound of the video
4. Resolution – Allows user to change resolution of the video
5. Chapters – Allows a user to play a specific chapter
6. Worksheets – Allows the user to download any associated worksheets that are provided with the video
7. Closed Captions – Turns captions on or off if available
8. Time counter – Allows user to see or high speed scrub to a location/time point within the chapter
9. Previous chapter and Next chapter
10. Pause/Play – Allows the user to pause or play the video

01. What Makes a Plant a Plant?
Chapter 2 - What Makes a Plant a Plant? - Growing Pla... (3/4)
0:32 / 5:46
1. Video title and chapter name
2. Pop out (full screen function)
3. Volume
4. Resolution
5. Chapters
6. Worksheets
7. Closed captions
8. Time counter
10. Pause/Play

Full screen viewing in ClickView Web player

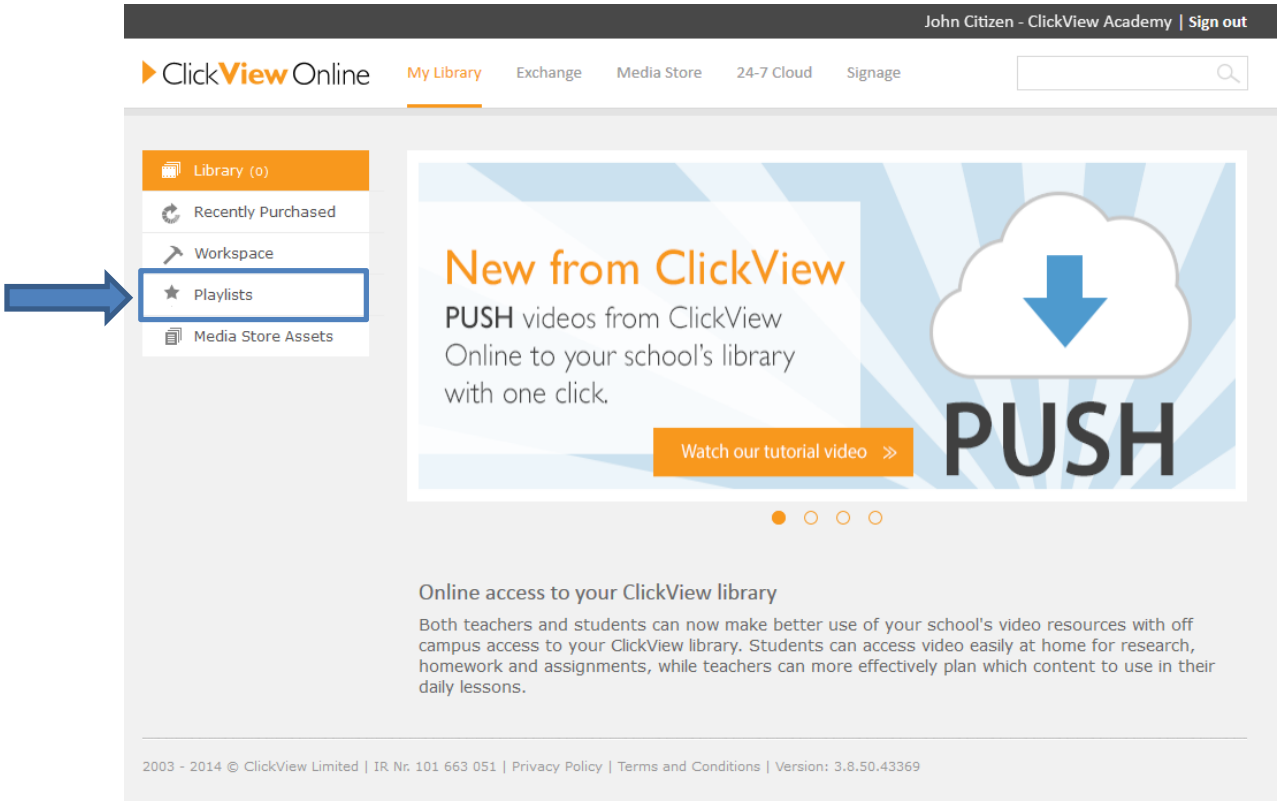
To make the web player functions visible, move your curser onto the web player screen.

To remove the functions for a clearer display, simply move the cursor away from the web player screen.

Playlists

The Playlist function allows an individual teacher to create personalised lists or folders which they can populate with videos within ClickView Online for organisation and for sharing.

The main playlist screen can be found in the section underneath the My Library Tab.


John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library (0)
Recently Purchased
Workspace
Playlists
Media Store Assets
New from ClickView
PUSH videos from ClickView Online to your school's library with one click.
Watch our tutorial video
PUSH
Online access to your ClickView library
Both teachers and students can now make better use of your school's video resources with off campus access to your ClickView library. Students can access video easily at home for research, homework and assignments, while teachers can more effectively plan which content to use in their daily lessons.
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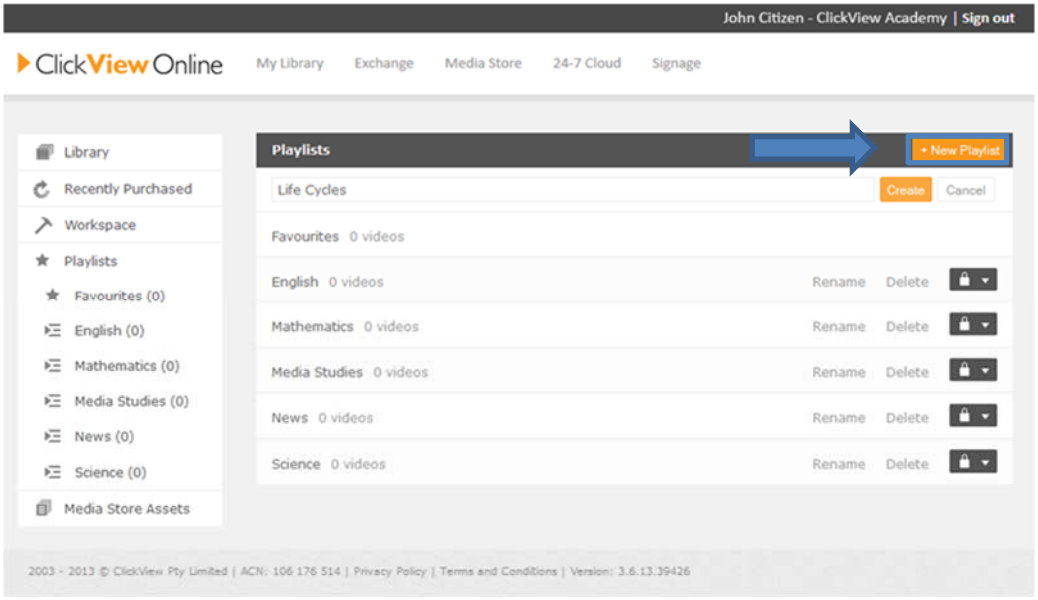
Creating a Playlist

To create a Playlist

1. Go to the My Library Tab
2. Click “Playlist”
3. Click “+ Create New”
4. Name playlist
5. Click “Create”

Once you have created a Playlist, you are able to populate them by clicking on the next to video titles found in My Library, ClickView Exchange and in Workspaces.



Adding a program to a Playlist

This feature will allow you to add a video to a playlist, which can then be viewed or shared with others.

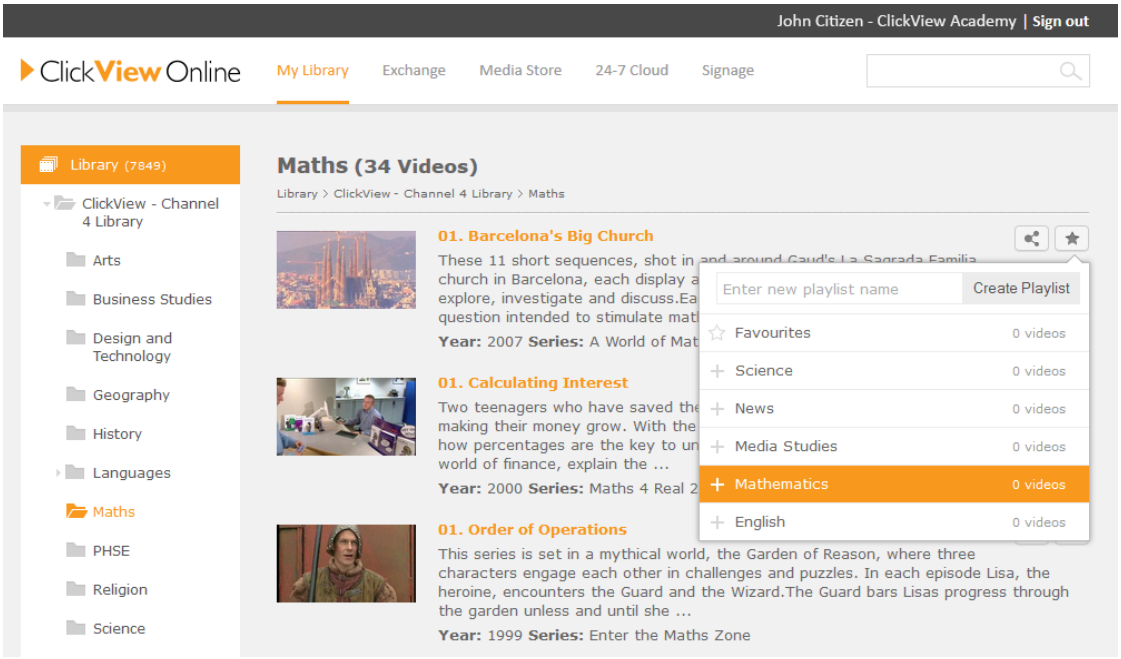
To add a title to a playlist:

1. Locate the program
2. Press the ★ icon
3. Click on the Playlist you wish to add the program to

If a suitable playlist does not exist, a new Playlist can be created by:

1. Press the icon ★
2. Select “Add new playlist”
3. Name new playlist title

The title can then be added to the new playlist.


John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library (7849)
ClickView - Channel 4 Library
Arts
Business Studies
Design and Technology
Geography
History
Languages
Maths
PHSE
Religion
Science
Maths (34 Videos)
Library > ClickView - Channel 4 Library > Maths
01. Barcelona's Big Church
01. Calculating Interest
01. Order of Operations
This series is set in a mythical world, the Garden of Reason, where three characters engage each other in challenges and puzzles. In each episode Lisa, the heroine, encounters the Guard and the Wizard.The Guard bars Lisas progress through the garden unless and until she ...
Year: 1999 Series: Enter the Maths Zone
Enter new playlist name
Create Playlist
Favourites 0 videos
Science 0 videos
News 0 videos
Media Studies 0 videos
Mathematics 0 videos
English 0 videos

Removing programs from a Playlist

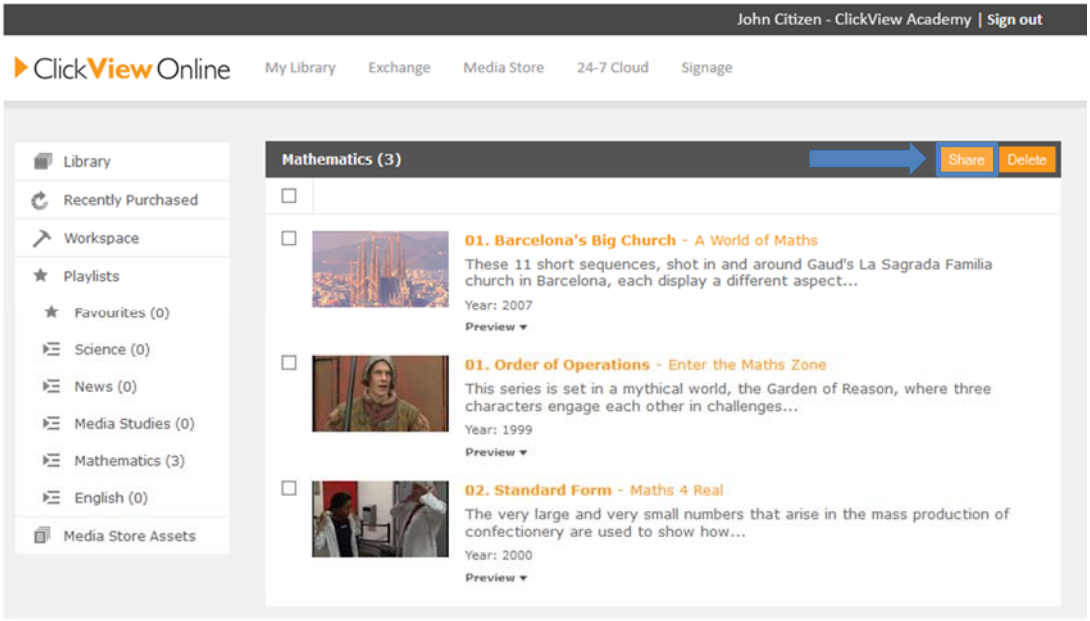
If you wish to remove a video from a playlist

1. Go to My Library
2. Click on “Playlist”
3. Click on the title of the playlist
4. Tick the box next to the program you wish to remove
5. Click on “remove”

Removing a Playlist

To remove a playlist:

1. Go to My Library
2. Click “Playlist”
3. Click on title of playlist
4. Click Delete

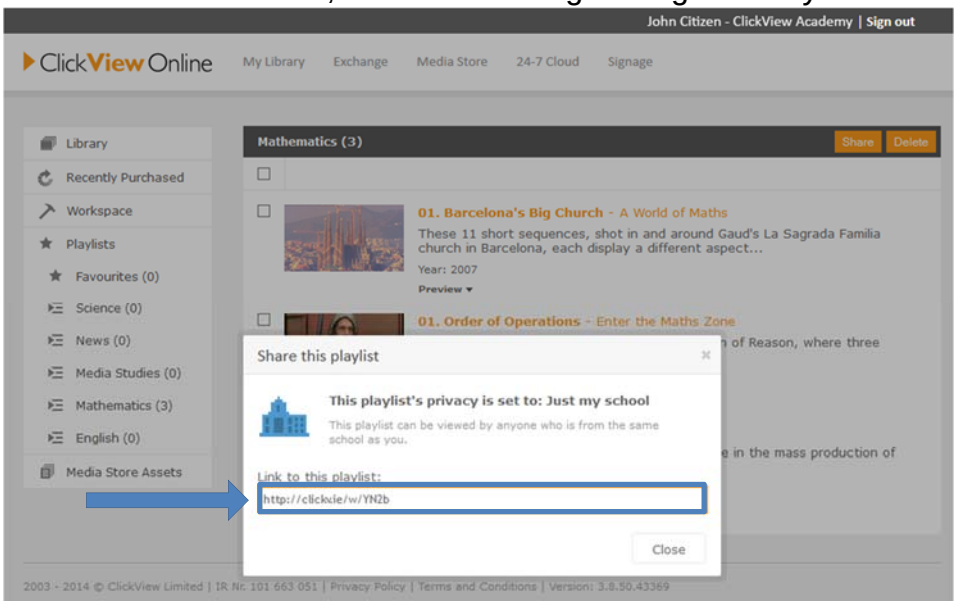

John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Library
Recently Purchased
Workspace
Playlists
Favourites (0)
Science (0)
News (0)
Media Studies (0)
Mathematics (3)
English (0)
Media Store Assets
Mathematics (3)
Share
Delete
01. Barcelona's Big Church - A World of Maths
These 11 short sequences, shot in and around Gaud's La Sagrada Familia church in Barcelona, each display a different aspect...
Year: 2007
Preview
01. Order of Operations - Enter the Maths Zone
This series is set in a mythical world, the Garden of Reason, where three characters engage each other in challenges...
Year: 1999
Preview
02. Standard Form - Maths 4 Real
The very large and very small numbers that arise in the mass production of confectionery are used to show how...
Year: 2000
Preview

Sharing a Playlist

The benefit of having personalised playlists is that the list can be shared with others at your school. Students and teachers will require a ClickView Online account to view any shared content.

To share a playlist:

1. Go to My Library
2. Click on “Playlists”
3. Click title of Playlist
4. Click Share icon
5. Copy Share link
6. Paste in worksheet, email or learning management system.



Favourites

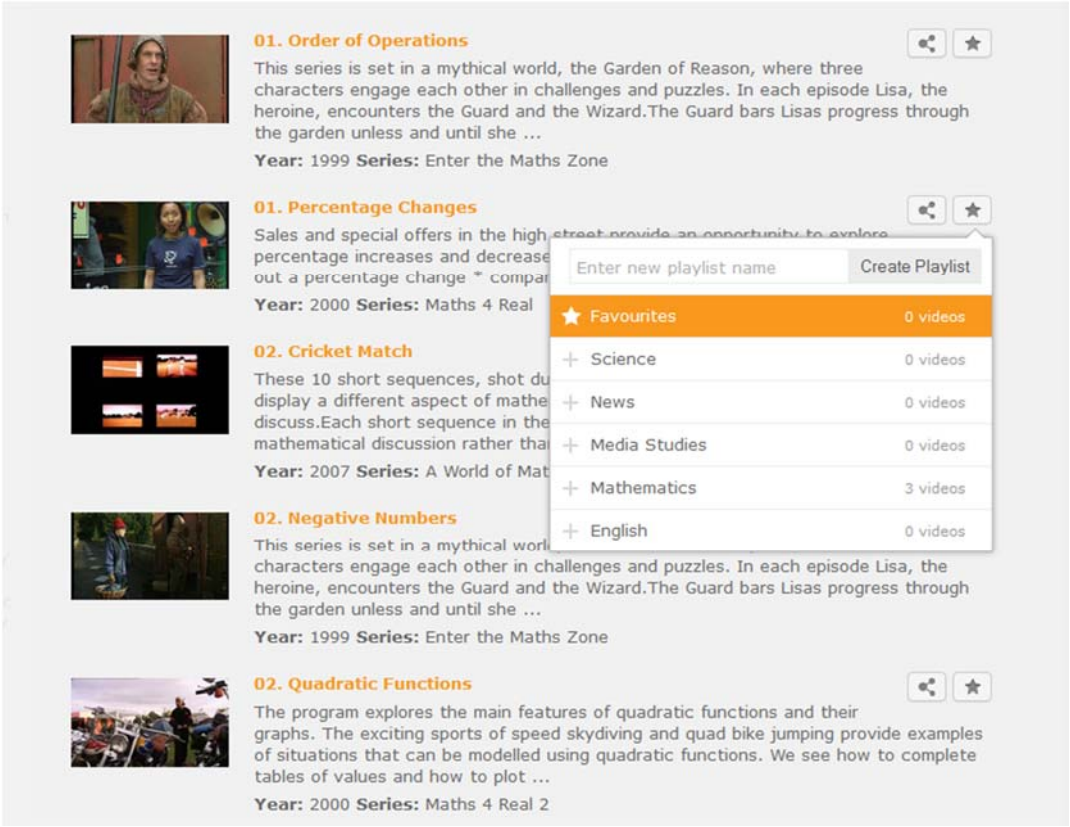
Favourites is a playlist where you can add videos you wish to keep track of or that are of important use for quick retrieval and viewing.

Adding a video to your Favourites

If you wish to add a video to your favourite list:

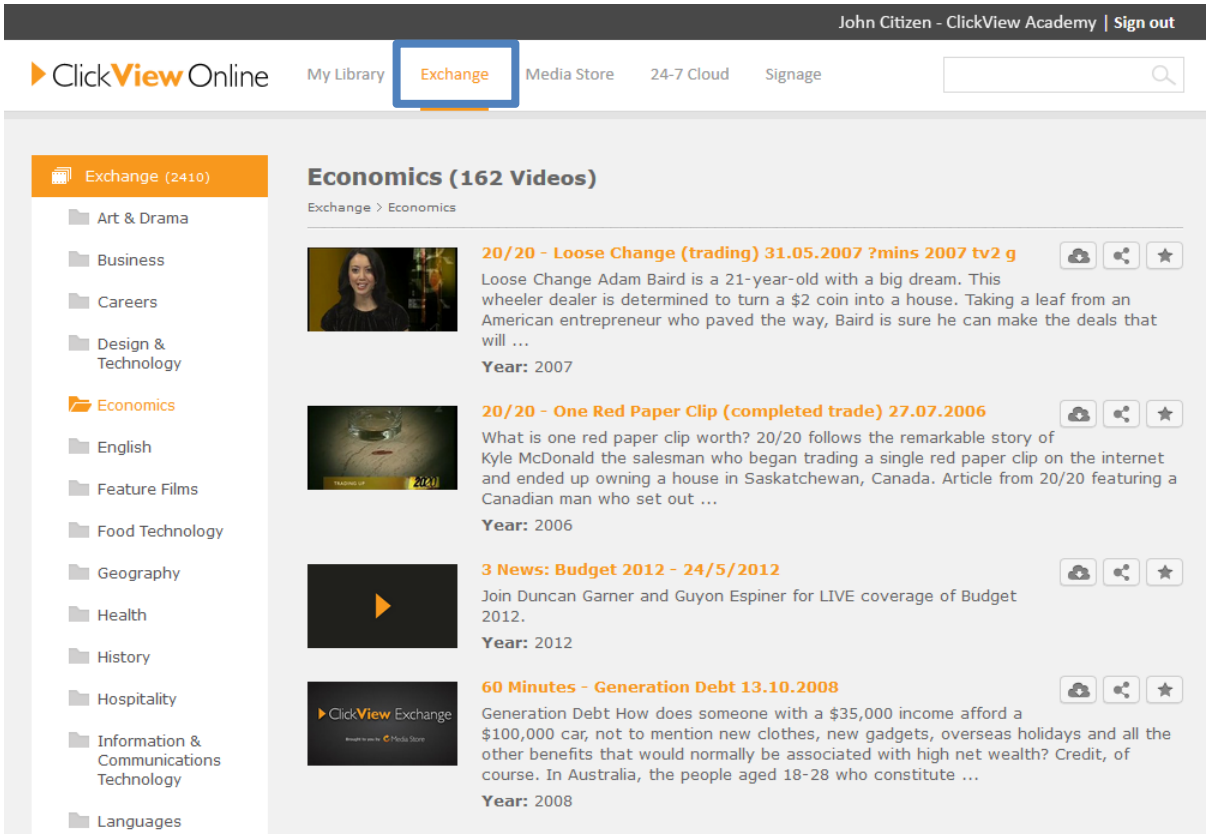
1. Locate a program
2. Click the icon
3. Select the favourites folder

The program will then be placed in the Favourite folder.


01. Order of Operations
This series is set in a mythical world, the Garden of Reason, where three characters engage each other in challenges and puzzles. In each episode Lisa, the heroine, encounters the Guard and the Wizard.The Guard bars Lisas progress through the garden unless and until she ...
Year: 1999 Series: Enter the Maths Zone
01. Percentage Changes
Sales and special offers in the high
percentage increases and decrease
out a percentage change " compar
Year: 2000 Series: Maths 4 Real
02. Cricket Match
These 10 short sequences, shot du
display a different aspect of mathe
discuss.Each short sequence in the
mathematical discussion rather tha
Year: 2007 Series: A World of Mat
02. Negative Numbers
This series is set in a mythical worl
characters engage each other in challenges and puzzles. In each episode Lisa, the heroine, encounters the Guard and the Wizard.The Guard bars Lisas progress through the garden unless and until she ...
Year: 1999 Series: Enter the Maths Zone
02. Quadratic Functions
The program explores the main features of quadratic functions and their graphs. The exciting sports of speed skydiving and quad bike jumping provide examples of situations that can be modelled using quadratic functions. We see how to complete tables of values and how to plot ...
Year: 2000 Series: Maths 4 Real 2
Enter new playlist name
Create Playlist
Favourites 0 videos
Science 0 videos
News 0 videos
Media Studies 0 videos
Mathematics 3 videos
English 0 videos

ClickView Exchange

ClickView Exchange allows teachers to view free-to-air content uploaded by ClickView schools across New Zealand. This sharing community can help a school to increase the number of titles available in their school's digital video collection. If a teacher wishes, a request can be sent to the ClickView Manager for the program to be downloaded locally or added by the teacher to their personal playlist.


John Citizen - ClickView Academy | Sign out
ClickView Online
My Library
Exchange
Media Store
24-7 Cloud
Signage
Exchange (2410)
Art & Drama
Business
Careers
Design & Technology
Economics
English
Feature Films
Food Technology
Geography
Health
History
Hospitality
Information & Communications Technology
Languages
Economics (162 Videos)
Exchange > Economics
20/20 - Loose Change (trading) 31.05.2007 ?mins 2007 tv2 g
Loose Change Adam Baird is a 21-year-old with a big dream. This wheeler dealer is determined to turn a $2 coin into a house. Taking a leaf from an American entrepreneur who paved the way, Baird is sure he can make the deals that will ...
Year: 2007
20/20 - One Red Paper Clip (completed trade) 27.07.2006
What is one red paper clip worth? 20/20 follows the remarkable story of Kyle McDonald the salesman who began trading a single red paper clip on the internet and ended up owning a house in Saskatchewan, Canada. Article from 20/20 featuring a Canadian man who set out ...
Year: 2006
3 News: Budget 2012 - 24/5/2012
Join Duncan Garner and Guyon Espiner for LIVE coverage of Budget 2012.
Year: 2012
60 Minutes - Generation Debt 13.10.2008
Generation Debt How does someone with a $35,000 income afford a $100,000 car, not to mention new clothes, new gadgets, overseas holidays and all the other benefits that would normally be associated with high net wealth? Credit, of course. In Australia, the people aged 18-28 who constitute ...
Year: 2008

Play a video in ClickView Exchange

To play a video:

1. Click the ClickView Exchange tab
2. Search for program
3. Click the orange title
4. Play video

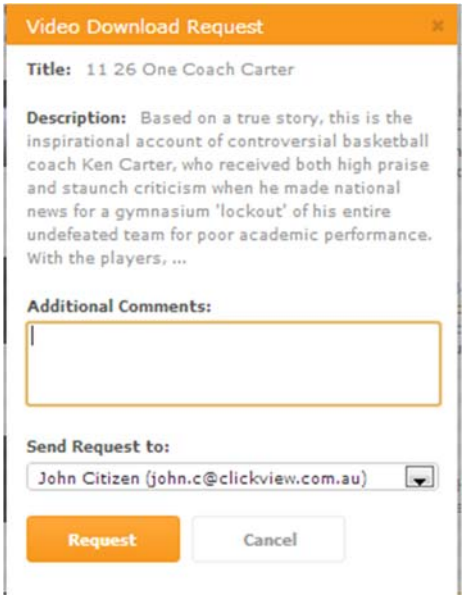
The ClickView Exchange also provides some other options for the titles.

Request a program to be downloaded

This icon allows you to request for the program to be downloaded to the ClickView Library Server for viewing by students

1. Watch program
2. Click on this icon
3. Fill out additional comments field
4. Select email address of your ClickView Manager under send request to drop-down list
5. Press Request

An email will then be sent to your ClickView Manager for review.


Video Download Request
Title: 11 26 One Coach Carter
Description: Based on a true story, this is the inspirational account of controversial basketball coach Ken Carter, who received both high praise and staunch criticism when he made national news for a gymnasium 'lockout' of his entire undefeated team for poor academic performance. With the players, ...
Additional Comments:
Send Request to:
John Citizen (john.c@clickview.com.au)
Request
Cancel

Sharing and adding a program to a Playlist in ClickView Exchange

To share a program:

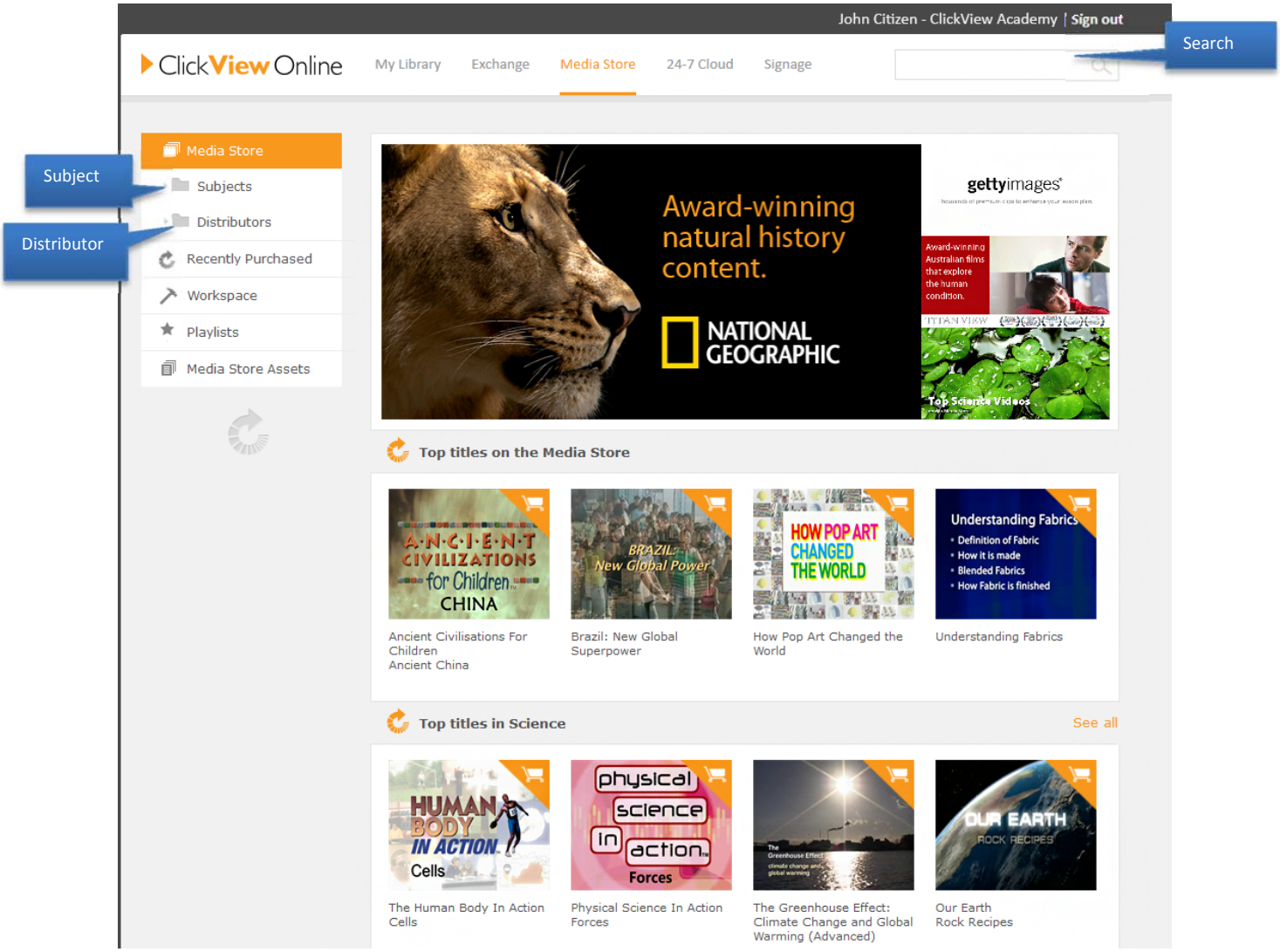
1. Locate the program
2. Press the icon
3. Copy the link or embed information
4. Paste into appropriate interface (i.e. worksheet, email, webpage or LMS).

To add a title to a playlist:

1. Press the icon
2. Click on the Playlist you wish to add the program to

ClickView Media Store

ClickView Media Store allows you to preview, request or purchase (if function is available) additional content to add to your school's ClickView digital video collection. To search for available content you can use the search feature, search subject folders or search by Distributers.

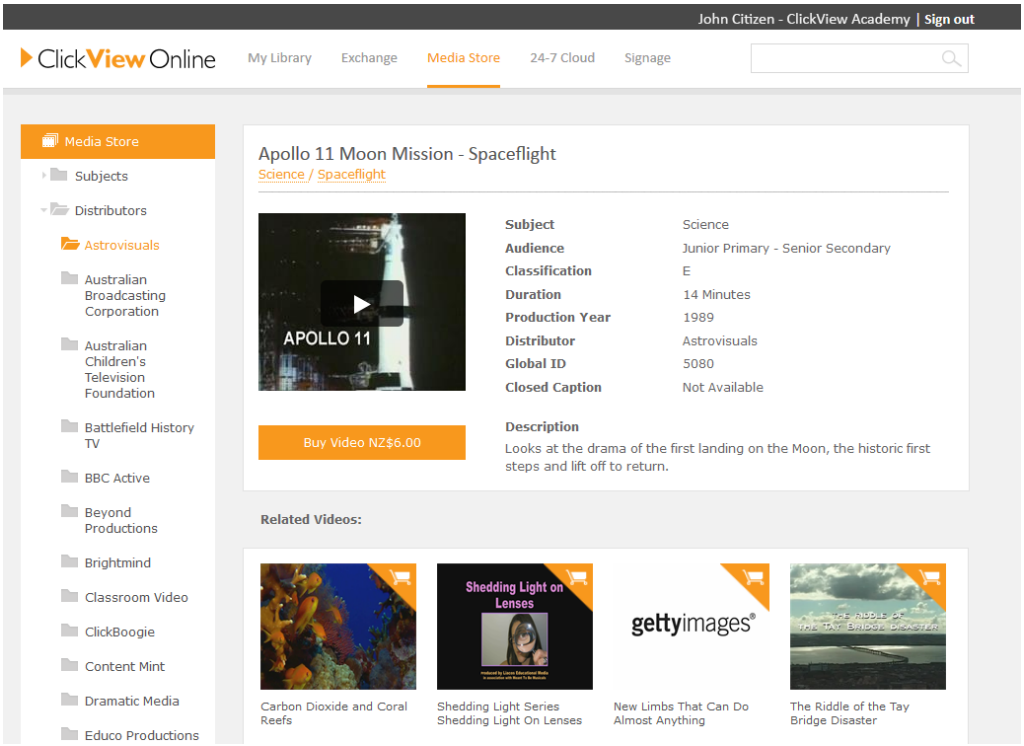


Previewing a Title

Before purchasing or requesting a program to be purchased, you are able to preview the title.

To preview the video, click on the play button found on the image of the video.

Purchasing a video



To purchase:

1. Press “Buy Video” button below the title preview screen.
2. Agree to the terms and conditions
3. Add Purchase order number (optional)
4. Press purchase

An email will be sent to purchaser and an invoice will be sent to the school shortly.

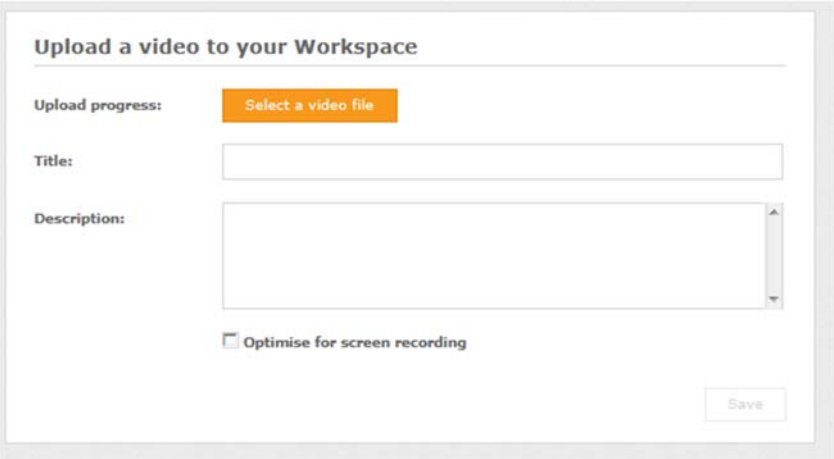
The title will be immediately available for viewing through the Recently Purchased tab under My Library.

Workspace

Workspace provides the ability for teachers to upload, edit store and share their own videos with other teachers and students from your school. Workspace can be found beneath the My Library Tab.

Uploading content to your Workspace

Workspace can allows you to add your existing digital video content in a variety of file types including MP4, MOV, WMV and AVI.

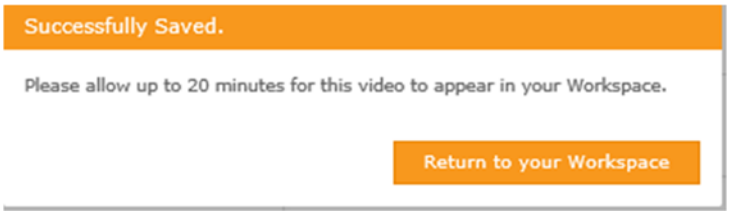


To upload your own content:

1. Go to Workspace
2. Click on “Upload”
3. Add title and description
4. Click on “Select Video File”
5. Find file
6. Click on “Open”
7. Wait until file loads and status bar reaches 100%
8. Press “Save Changes”

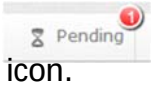
Video files uploaded to your Workspace can now be 'optimised for screen recording’. This option is suitable for videos which are recordings of screencasts/webinars or on-screen demonstrations/tutorials. It allows a smaller version of the video to be available online without compromising quality.

This message will appear if your file has been successfully saved. When you return to your workspace your video will be in the pending folder.

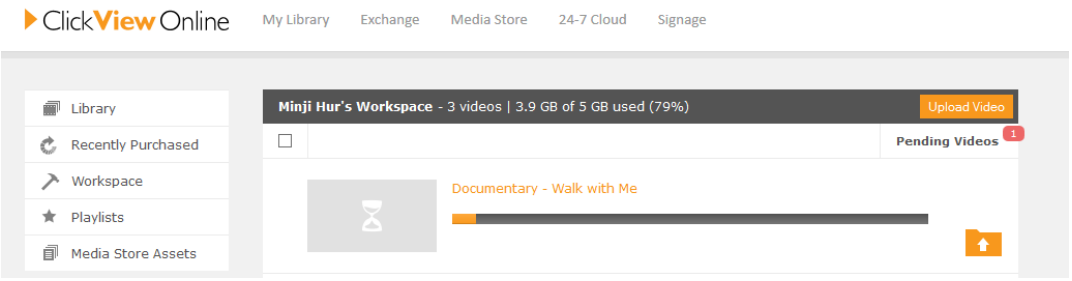


Pending

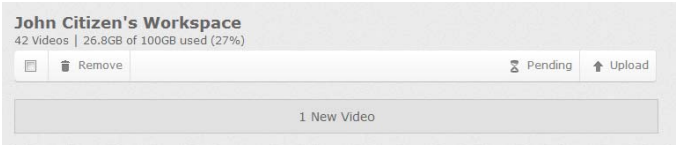
Once you have saved your file, the file will appear temporarily pending whilst it is processing. The number of videos pending is indicated by a number in a red dot that appears above the pending button. The speed at which videos are processed will depend on the size of the video file and your current internet connection.



To view the progress of the video in the pending folder, click on the pending icon.



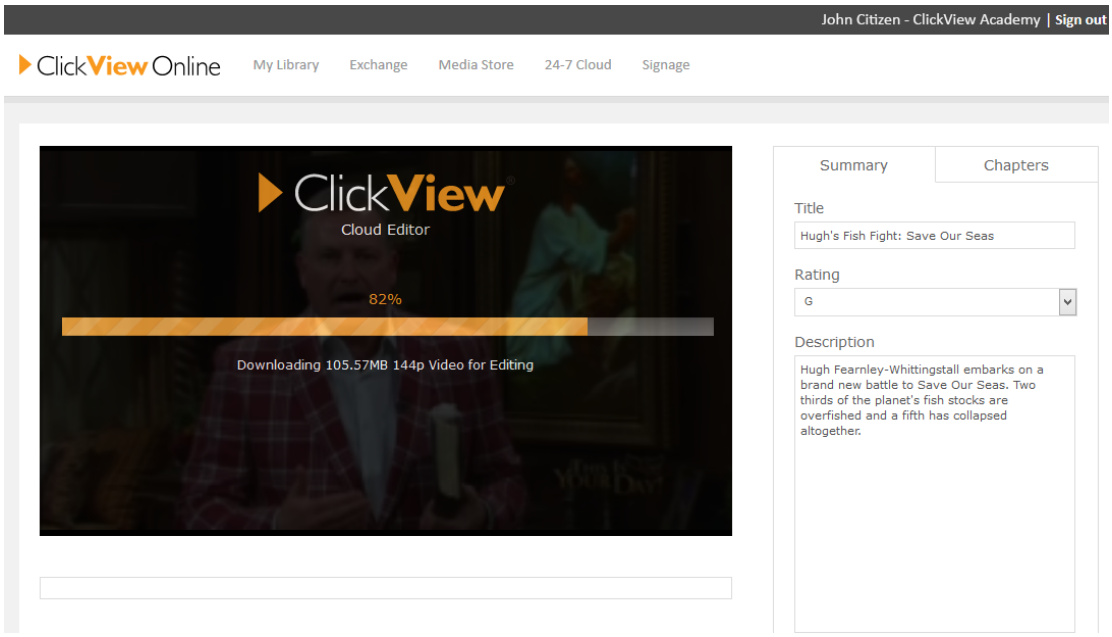
When the process has finished, you will be alerted that a new video is ready with a clickable grey alert indicating that one new video is ready.



You will also be sent an email letting you know that the video is now ready to use.

Editing a program in Workspace

If a program has been previously unedited, ClickView Cloud Editor can be used to edit a program.



To edit a program:

1. Tick the box next to the program
2. Click Edit

   This will open the ClickView Cloud Editor. The blue bar beneath the ClickView Cloud editor is your main editing bar

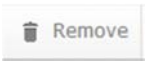
3. Left mouse click and hold the time indicator and drag to the start point of the segment of program you wish to edit
4. Click Insert break
5. Left mouse click and hold the time indicator and drag to the end point of the segment of program you wish to edit.
6. Click Insert break
7. Double click on the segments you wish to remove or not keep. They will turn white
8. Rename title of program and chapter names
9. Press “Save”

Managing your Workspace

As you have a limited amount of Cloud storage available to you, you may need to remove videos from your Workspace to make space for new content.

Deleting a video in Workspace

To delete any videos within the Workspace

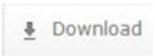
1. Click on the tick box next to the video title
2. Click remove 

You will be asked by your browser if you are sure you wish to proceed with the removal of this video. When prompted, select yes.

Downloading Content as MP4

If you do not wish to delete content, you have the option of downloading a version to MP4

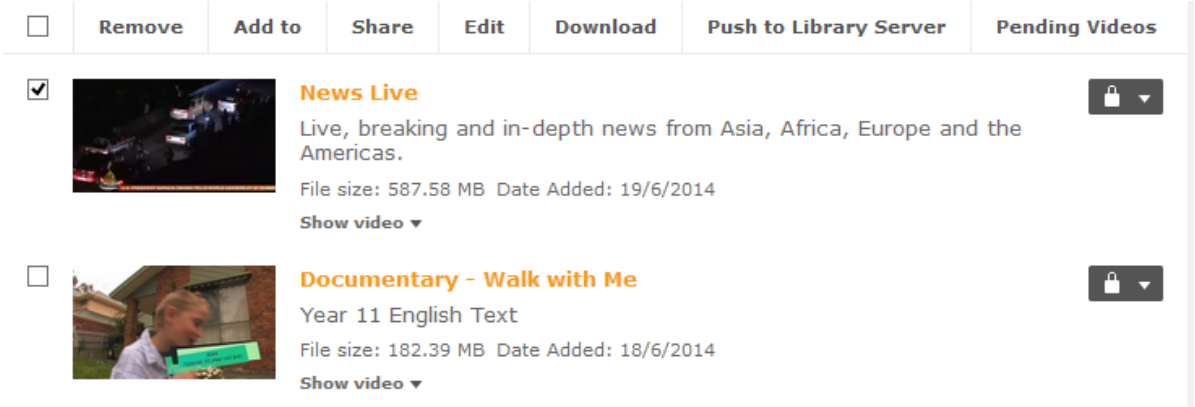
To download a video as MP4

1. Tick box next to video title
2. Click Download icon 

3. Select "Download as MP4"

The browser will then begin to download the file indicated by the green "Beginning Download strip that appears on the Workspace screen.

When complete, your browser will indicate where you can retrieve your file.

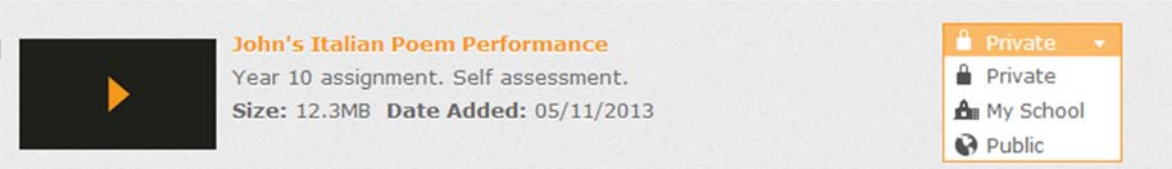


Sharing videos within Workspace

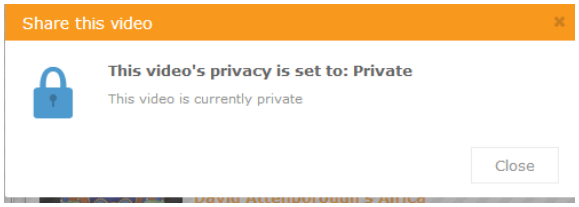
When a video is added to your Workspace it can be shared with others at your school in a variety of ways, through playlists, links and embed links. However, before you begin sharing you need to adjust the privacy setting for each program within your Workspace.

Privacy Settings

Each video has a privacy level. Before a video can be shared, you need to adjust the privacy level to reflect how you wish to use and share the content. You have three options: Private, My School and Public



Private indicates that no one else can see the content except for you. This is the default setting. If you try to share content that is set to private you will see this message



My School restricts access to only those that have a ClickView online account from your school.

Public allows anyone to view your content.

To change privacy settings

1. Click on the

drop down list
2. Choose your option

Adding a program from Workspace to a Playlist

To add a program to a playlist:

1. Locate video title
2. Tick the box next to the title
3. Press the Add to icon
4. Select the Playlist you wish to add the title to

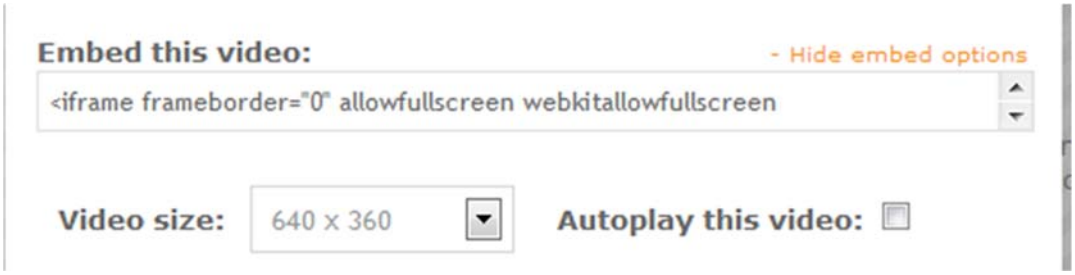
Make a link from a program in Workspace

1. Locate video title
2. Tick the box next to the title
3. Press the Share icon
4. Copy the top link
5. Paste the link

Share this video
This video's privacy is set to: Just my school
This video can be viewed by anyone who is from the same school as you.
Link to this video:
http://clickv.ie/w/jQca

Embed a program from Workspace

1. Locate video title
2. Tick the box next to the title
3. Press the Share icon
4. Copy the embed link
5. Paste the link



ClickView Technical Support

For more information go to the ClickView Website www.clickview.co.nz

If you require Technical Support contact our team on 09 916 1156.

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